

AUBURN LIBRARY GARDEN THEATER RESERVATION POLICIES AND PROCEDURES

Reservations are available for The Auburn Library Garden Theater ("Garden Theater") by contacting the Placer County Parks Division at (530) 886-4901. Whenever a reservation is made for an event at the Garden Theater, Facility Services can also make a reservation for use of the Auburn Library Community Room (Beecher Room) if it is available.

There shall be no first come-first serve use of the Garden Theater. A calendar of confirmed events for the current month is posted on the bulletin board located near the amphitheater.

When the Reservation is made your last name or the name of your organization will appear on the Placer County Parks Web calendar as well as on the calendar in the kiosk at the park you are reserving **(NO OTHER INFORMATION WILL BE RELEASED)**.

Application must be made **NO LESS THAN TEN (10) WORKING DAYS** prior to the date of the event. For groups requiring a permit from the City of Auburn for their event they will need to allow 45 days for the City of Auburn to process their request.

The Placer County Parks Division must receive a completed application package **WITHIN TEN (10) WORKING DAYS OF THE INITIAL RESERVATION REQUEST**. In order to be complete, the application package must include Hold Harmless and Indemnification Form, applicable fees, signed application, Certificate of Insurance (if required), and all other required documents (such as an outside festival permit).

There is a \$50.00 charge for use of the Garden Theater. An Application fee of \$5.00 is charged for each reservation, with an additional \$5.00 fee for every change to the initial reservation. This Application fee is not refundable. A refundable Cleaning/Damage deposit shall be charged. The Director of Facility Services depending on the scope of the event may adjust the amount of this deposit.

PAYMENT of fees and deposits must be in the form of a check or money order payable to "Placer County Facility Services". **CASH CANNOT BE ACCEPTED FOR PAYMENTS**. Two checks/money orders will be required for each reservation: One for the Reservation and Application fee and one for the Cleaning/Damage deposit.

ALCOHOL may be served however, it must be covered by your insurance, and if alcohol is to be sold a one-day liquor license must be obtained from the State of California and attached to the application. A host liquor license must be attached to the application if the alcohol is being sold by a licensed business. **PLEASE do not bring glass containers into the Garden Theater.**

AMPLIFIED MUSIC is allowed in the Library Garden Theater. Details of the type of amplified sound shall be stated on the application. Sound generated by performances may not be louder than 70 decibels at a distance of 50 feet from any loudspeaker. An outside festival permit from the City of Auburn is required for events having amplified sound. An outside festival permit can be obtained by calling the City of Auburn at (530) 823-4211 ext. 114 (The city requires 45 days to process an Outside Festival Permit). The City may charge a fee for the permit.

AUDIENCE SIZE may not exceed 500 people. Audiences exceeding 150 are required to provide portable restroom facilities at a rate of one per 100 people. Verification of rental of extra portable restrooms shall be attached to the reservation application.

DUMPSTERS may be required for large event-generated refuse. Applicant can make these arrangements by contacting the Auburn Placer Disposal Service at 885-3735

BRINGING DOGS to the Garden Theater is discouraged; however, if a dog is in the Garden Theater, it must be on a leash no longer than 6 feet, and the dog's owner is responsible for cleaning up after it, per County Ordinance.

CANCELLATIONS must be made within ten (10) working days prior to the date reserved. No refunds will be given after this time period. There are no refunds for inclement weather.

COMMERCIAL USE of the Garden Theater for profit is not permitted. Charging for admission to the event is not allowed.

DRIVEWAY use is limited to light-duty trucks (one ton maximum). There is limited backstage parking (1-3 vehicles at most).

KEYS for electricity and restrooms will be mailed to the applicant after the reservation is confirmed. Placer County will furnish no equipment.

MECHANICAL rides or amusement devices are not allowed.

PARKING FEES may not be charged. Parking is limited on weekdays. Evenings and weekends, there are 50 parking spaces, plus nearby lots.

SEATING ARRANGEMENTS may include lawn chairs, blankets, and cushions. The premises may not be altered.

SECURITY for all uses is the responsibility of the Applicant. For large events, the County Parks Division will require uniformed security personnel to provide security and to handle parking and crowd control.

SIGNS for forthcoming events may be posted on the bulletin board near the amphitheater two weeks prior to the event.

VEHICLES are prohibited outside of designated roadways or parking areas. Parking, driving or stopping any vehicle on turf areas is prohibited at all times unless approved by the County Parks Division.

CERTIFICATES OF INSURANCE

Certificates of Insurance (MINIMUM OF \$500,000 Liability) may be required for park reservations depending on the scope of the event. The Certificate of Insurance shall name Placer County as an Additional Insured party on the policy containing language as specified below, and show the location and dates of facility usage and the amount of insurance coverage.

"The County of Placer, its officers, agents, and employees, is named as additional insured for all liability arising out of the operations by or on behalf of the named insured in the performance of this Agreement." "The insurance provided is primary coverage of the County of Placer with respect to any insurance of self-insurance programs maintained by the County, and no insurance held or owned by the County shall be called upon to contribute to a loss."

Special Event insurance may be purchased from the County's Risk Management Division by calling (530) 886-2603.